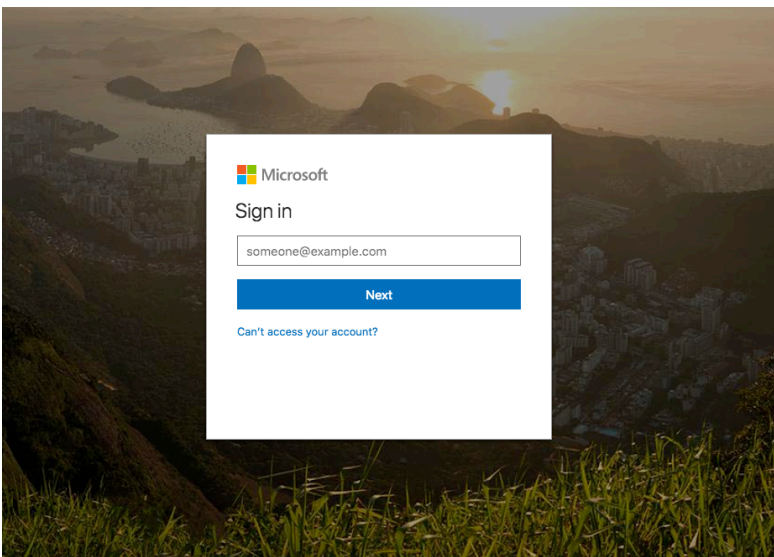




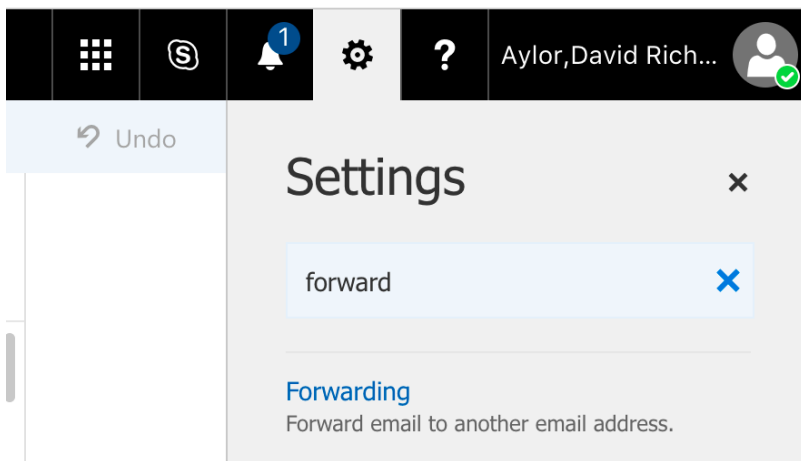
Office 365

## Setup Forwarding to Outside Email Address

Navigate in your browser to <https://outlook.office365.com>



Login with your full Cardmail address, i.e. **draylo01@louisville.edu**, enter your **Ulink password**.



Click **Settings** icon, type **forward** in the search. Click **Forwarding** result

Mail - draylo01@cardmail.louisville x

Microsoft Corporation [US] https://outlook.office.com/owa/?realm=cardmail.louisville.

# Outlook

## Options

- Shortcuts
- General
- Mail
  - Automatic processing
  - Accounts
    - Block or allow
    - Connected accounts
    - Forwarding**
    - POP and IMAP
  - Attachment options
  - Layout
  - Calendar

Save Discard

### Forwarding

Start forwarding

Forward my email to:

exampleaddress@gmail.com

Keep a copy of forwarded messages

Stop forwarding

Click **Start forwarding**, enter outside email address. Click **Keep a copy of forwarded messages**. Click **Save**.